



Arizona Game and Fish Department Scientific Activity License Application and Reporting Guidelines

General Application Information

- The SAL is an annual license (valid from January 1st to December 31st).
- COST: \$70.00 annually. PLEASE DO NOT submit your application or payment by snail mail. A payment request and instructions will be sent to you by email once we begin the license review process.
- ALL SAL-RELATED EMAILS should only go to scpermits@azgfd.gov. For all current licensees, please include the SAL holder's last name and license number in the subject line, (E.g., Jones; SP123456).
- PLAN ACCORDINGLY. To better serve SAL applicants promptly, please apply up to 45-60 days before the project start date. The clock for processing starts after the application and all additional application documents are completed and received (Additional documents: a HACCP plan, holding facility if working with live wildlife, diagrams, maps of work sites, etc. If renewing the previous year's report form must be submitted before processing can begin.
- NO BLANKET LICENSES WILL BE ISSUED. You must have an upcoming active project with a specific location(s) and a tentative schedule on the application.
- APPLICATION GUIDELINES (Renewals and New Projects):
 - Renewals and amendment requests. Please highlight or underline changes and note the changes in the accompanying email.
 - Multiple project formatting. Use one document, you can copy and paste the project section on the Word document.
 - Project type defined. If submitting a request for activities, please group the projects at the taxonomic level. We understand you could have multiple projects/aims/objectives. Details can be listed in the purpose section for a specific species or taxonomic group.
 - Qualifications. If the licensee will not be present during activities, please list the experience of the agents conducting the activities must be listed in this section. An attached CV is acceptable and most proficient during the review process.
 - Methods section. Provide a list of all specific activities requested, such as trapping type, trap timing, handling methods, blood draws, toe-clipping, disease sampling, feather collection, blood draws (with numbers of individuals requested), etc. followed by the list of specific methods. A detailed proposal can be attached, but the activities must be listed on the app.
 - Wildlife requested section. List only your target species. Specify the total numbers on capture/release or collection requested. Details of how many per location can be noted in the methods section.
 - List all people working on a requested project in the agent section.
- Don't forget to review the SAL report form before activities begin to ensure that the required data is reported.



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Report Form and ONLINE submission.

- If you are a SAL licensee and need to complete the online reporting process but have not received your username and password, please send an email to Michael Barbour at mbarbour@azgfd.gov and Jennylyn Redner at jredner@azgfd.gov. Don't forget to CC scpermits@azgfd.gov in your email. They will provide you with the necessary login credentials to access the reporting site.
- You must submit your report using the form provided with your license or available on the online reporting site at hdms.azgfd.com/submit-data.
- Even if no data were collected, you must use the reporting site to check the box of no activities for the reporting period.
- If using LAT/LONG, provide decimal degrees (e.g., 33.1234, -111.1234).
- If using DMS, no symbols are needed. Please use a space to separate the degrees, minutes, and seconds. \
- If using UTM's, the preferred datum is NAD83.
- You can use one line to report multiple captures of all the fields, except the number of species.

QUESTIONS: Contact the permits biologist at scpermits@azgfd.gov; 623-236-7625 or check online at <https://www.azgfd.com/hunting/hunt-draw-and-licenses/special-licenses-2/scientific-activity-license/> or